



UNITED STATES TAX COURT
WASHINGTON, DC

POSITION VACANCY ANNOUNCEMENT

Position Title/Series:	Product Owner - GS-0301-14/15 This is a confidential position.
Announcement Number:	21-05
Position Type:	Full-Time Permanent
Opening Date:	April 22, 2021
Closing Date:	Until Filled
Annual Salary Range:	Base salary range is \$93,907 -- \$143,598 A locality adjustment will be included once the duty station is determined. Starting salary also is dependent upon qualifications, experience, official duty station and availability of funds.
Area of Consideration:	All Sources, All U.S. Citizens and Nationals May Apply (This is an Excepted Service, at-will position)
Location:	Washington, D.C. or Remote (must be in the United States), Office of the Clerk of the Court
Supervisory:	Yes

POSITION SUMMARY

As the Product Owner at the US Tax Court, you will lead a cross-functional team to continue work on DAWSON, an open source case management system, using user-centered, agile, and modern software development practices. You will report to the Deputy Clerk, Case Services Officer, who also serves as the Project/Product Manager for DAWSON.

The DAWSON Team is currently comprised of the Project/Product Manager, Senior Software Developer (Tech Lead), DevOps Engineer, Product Owner, Product Specialist -- all Court employees -- as well as a vendor development team consisting of a Project/Delivery Manager, 11 full-stack engineers, and 2 UX Designers/Researchers.

DUTIES

- Working with the Project/Product Manager to strategically define DAWSON's long-term vision and measurable strategy roadmap

- Managing and executing an agile sprint planning and release process, including backlog management and user story refinement
- Supporting the DAWSON engineering and vendor leads to continually improve and support the product
- Identifying and proactively monitoring product risks
- Working with the team to set and meet quality standards for DAWSON, including supporting usability testing
- Supporting a safe, inclusive workplace and a positive team culture where all team members value diversity and individual differences

Key Objectives

1. Steward DAWSON's product vision and lead end-to-end product development

- Ensure all members of the DAWSON team have a shared understanding of product objectives, goals, and metrics
- Work with DAWSON's Project/Product Manager to create a product strategy and roadmap and develop a communications strategy supporting product goals
- Lead a cross-functional team of Court staff and contractors, including researchers, designers, and engineers to ensure the right product is delivered to the right audience on the right schedule
- Identify and proactively monitor and address product risks

2. Work with the DAWSON team to build a culture of continual improvement and systems-based thinking

- Work with the team to set and meet quality standards
- Use evidence (user research, analytics, and other metrics) to make product decisions
- Energize and motivate the team by recognizing successes and learning from failures

REQUIREMENTS

Basic Requirements: Have experience demonstrating EACH of the five competencies listed below:

- **Attention to Detail** - This skill is generally demonstrated by assignments where the applicant keeps abreast of latest technology, information, research, etc., to maintain knowledge in field of expertise (for example, reads trade journals, participates in professional/technical associations, maintains credentials).
- **Customer Service** - This skill is generally demonstrated by assignments where the applicant promotes or develops and maintains good working relationships with key individuals or groups.
- **Oral Communication** - This skill is generally demonstrated by assignments where the applicant serves on panels, committees, or task forces as a representative for the organization on technical or professional issues.
- **Written Communication** - This skill is generally demonstrated by assignments where the applicant has produced a written work product (for example, writing or creating training materials, technical documentation).
- **Problem Solving** - This skill is generally demonstrated by assignments where the applicant monitors current trends or events (for example, technological, economic, political, social, educational, or employment trends or events) and applies the information as appropriate.

Specialized experience requirements: In addition to the Basic Requirements listed above, you must have one (1) year of specialized experience in EACH of the following:

- Experience leading the development, delivery or integration of highly complex digital products or services.
- Experience applying leading industry practices in the design, development and delivery of digital products or services. This experience may include experimentation-based frameworks, iterative development methodologies, user-centered design, planning tools or continuous delivery methodologies.
- Experience crafting or creating product vision, strategy or road maps.
- Experience working with cross-functional teams.

The full-performance level of this position is a GS-15. In order to become a GS-15, an employee must work at least 52 weeks at the next lower grade, must be performing their current position at a fully-successful level, and must show evidence of performing duties at the next higher grade level. Promotion consideration is subject to the supervisor's discretion.

Conditions of Employment

- Applicants must be United States Citizens or Nationals.
- All Court employees are required to adhere to the *Code of Conduct for US Tax Court Employees*.
- **Employees of the United States Tax Court are considered “at-will” employees, and, as such, may be terminated with or without cause.**
- Those who are required must abide by Selective Service registration requirements.
- **Selection of this position is contingent on a favorable suitability determination and security background check, to include credit check, Federal income tax check and criminal check. A candidate selected for this position must be current on his or her Federal income tax obligations before employment with the Tax Court, and must remain current at all times while employed by the Tax Court. Continued employment post appointment is subject to satisfactory completion of the background investigation and credit check, and favorable adjudication. A background reinvestigation or supplemental investigation may be required at a later time.**
- All applicant information is subject to verification.
- The Federal Financial Reform Act requires direct deposit of federal wages for Court employees.

HOW APPLICANTS WILL BE EVALUATED

Ratings will be based on an evaluation of applicant's experience as related to the duties of this position and the qualification requirements listed above. **The resume/application package must provide detailed information showing the extent to which the qualification requirements are satisfied.**

If you fail to provide the information as required, your application will not be evaluated beyond the basic screening process. The examining Office of Human Resources (OHR) makes the final determination concerning whether you meet the minimum qualifications.

If you meet the minimum qualifications for this position, the Court will then evaluate your application package to assess the quality, depth, and complexity of your accomplishments, experience, and education as they relate to the requirements listed in this vacancy announcement.

REQUIRED DOCUMENTS

1. A resume that clearly demonstrates you have experience which meets the requirements of this position (do not include personally identifiable information such as social security number);
2. A supplemental written statement, not to exceed 5 pages, which provides a description of basic and specialized experience requirements; and
3. Most recent Notification of Personnel Action, SF-50 (for current and former Federal employees).

These application materials must be submitted electronically in Adobe Acrobat PDF format to humanresources@ustaxcourt.gov.

NOTE: AN INCOMPLETE APPLICATION WILL NOT BE CONSIDERED.

The United States Tax Court is an equal opportunity employer.